

## **RULES**

### **IV. SUPERVISION**

#### **Section 4.1 SUPERVISION CONTENT**

(a) Supervision for the Associate Counselor in Arkansas must be provided by a practitioner who is a Licensed Professional Counselor, holds approved supervisor status from the Arkansas Board and whose license is valid (i.e. not suspended due to delinquent renewal or disciplinary action). Supervision hours for applicants moving into the state must be approved by the Board. The Standards for Clinical Approved Supervisor (CAS) by the National Board for Certified Counselors are adopted by the Board as the standards to ensure the preparation in methods and techniques for practicing counselors who offer clinical supervision services to Associate Counselors for the protection of the client.

(b) Supervision for the Associate Marriage and Family Therapist in Arkansas must be provided by a practitioner who is a Licensed Marriage and Family Therapist, holds approved supervisor status from the Arkansas Board, and whose license is current. (i.e. not suspended due to delinquent renewal or disciplinary actions). Supervision hours for applicants moving into the state must be approved by the Board. The Standards for Clinical Approved Supervisor (CAS) by the National Board for Certified Counselors are adopted by the Board as the standards to ensure the preparation in methods and techniques for practicing counselors who offer clinical supervision services to Associate Counselors for the protection of the client.

(c) Counselors or Marriage and Family Therapists licensed at the associate level must complete three years of Client Contact Hours (CCH) with supervision. One year is defined as 1000 supervised CCH. One year is referred to as Phase I for the first year, Phase II for the second year and Phase III for the third year. The supervision must be provided in the following manner:

(1) Year I (Phase I) is supervision of 1,000 CCH and the minimum of one hundred hours of supervision. The ratio of supervision is one hour of supervision for each 10 hours of client contact.

(2) Year II (Phase II) is supervision of 1,000 CCH and the minimum of fifty hours of supervision. The ratio of supervision is one hour of supervision for each 20 hours of client contact.

(3) Year III (Phase III) is supervision of 1,000 CCH and the minimum of 25 hours of supervision. The ratio of supervision is the minimum of one hour of supervision for each 40 hours of client contact. Two options are available for year III, see Section (e).

(d) All required supervision will begin with Phase I. All supervision in Phase I must be completed before beginning Phase II, and all in Phase II must be completed before beginning Phase III. All post-master's course work to be substituted for supervision will be applied to Phase III, then Phase II. No course work may be substituted for supervised practice in Phase I. All documented supervised work from other states, approved by the Board, will be applied to Phase III and then Phase II.

(e) Supervised experience in Phases I, II and III will be credited at the ratio specified by the Board for face to face (direct services) and indirect services as defined in Section I (1.9) and Section IX (3)(4)(5)(6).

Group Supervision may not exceed fifty percent of the total 3000 client contact hours for LACs. LAMFTs must have a minimum of fifty percent of the 3000 client contact hours in family/group sessions.

Client Contact Hours (CCH) means clock hours of the group sessions. Group sessions reported are the clock hours of the sessions, not the clock time multiplied by the number of persons in the group.

Indirect Service hours applied to supervised experience may not exceed 200 CCH in Phase I, 300 CCH in Phase II, and 300 CCH in Phase III.

Hours spent conducting Psycho-educational groups (whether inpatient/outpatient or at other locations) may not be credited as therapy/counseling for the required supervised work.

(f) LAC/LAMFT options for Phase III

A LAC/LAMFT may acquire the required 1000 CCH hours in direct and indirect services with the minimum of 25 hours of supervision in the required ratio of one hour of supervision for each 40 hours of CCH. The indirect service hours may not exceed 300 CCH of the total 1000 CCH.

OR

The LAC/LAMFT may choose to take the NCMHCE option:

The National Clinical Mental Health Counseling Examination (NCMHCE) option is available for the Licensed Associate Counselor (LAC) and the Licensed Associate Marriage and Family Therapist (LAMFT) who petitions for the Licensed Professional Counselor (LPC) or the Licensed Marriage and Family (LMFT) license upon completion of the required supervised Client Contact Hours (CCH) as a Licensed Associate Counselor (LAC) or Licensed Associate Marriage and Family Therapist (LAMFT).

(1) The LAC/LAMFT may petition the Board to take the NCMHCE with recommendation of the contracted supervisor upon the completion of

Phase II. When approved, the applicant may apply to NBCC and take the NCMHCE. The passing score will be the national cut off score. A pass score on the NCMHCE will be equated to 500 Client Contact Hours (CCH) and applied to Phase III.

When the passing score on the NCMHCE, all supervised CCH's are completed and documented, revised Statement of Intent and LPC/LAMFT license fee are received, the LPC or LMFT license may be issued and supervision may cease.

If the LAC/LAMFT has completed the NCMHCE option, has met the supervision and course requirements for the Arkansas Clinical Mental Health Counselor License, that specialization license may be issued.

Test dates for the NCMHCE will be the same as the dates established for the NCE and all examinations will be administered by NBCC. The candidate will send test application and test fee directly to NBCC.

(g) Group supervision may not exceed half of the total Board specified supervision requirements. A supervision group is defined as consisting of two (2) to five (5) supervisees with the contracted supervisor.

(h) The contracted supervisor may not delegate supervision responsibility to any other individual. The contracted supervisor should have an emergency plan on file if he/she were to be unavailable.

(i) Post-master's course work may be applied toward supervised experience in accordance with the rules and regulations governing both Licensed Professional Counselors and Licensed Marriage and Family Therapists. The Board may accept thirty (30) hours of graduate coursework acceptable to the Board for Phase III and then for Phase II. The maximum of 60 hours of graduate work may be substituted for face-to-face supervision. In no case may the Board waive the Phase I (1000 CCH at the 1:10 ratio) supervision requirements.

#### **Section 4.2 SUPERVISEE REQUIREMENTS AND RESTRICTIONS**

(a) All Licensed Associate Counselors must have a Board-approved supervision plan/agreement prior to providing any counseling services. The Licensed Associate Counselor must notify the Board immediately and in writing of any proposed change in supervisors. The Licensed Associate Counselor must obtain Board approval of any change in supervisors. Failure to maintain an approved current supervision agreement will result in license suspension or revocation.

(b) All Licensed Associate Marriage and Family Therapists must have a Board-approved supervision plan/agreement prior to providing any therapy services. The Licensed Associate Marriage and Family Therapists must notify the Board

immediately and in writing of any proposed change in supervisors. The Licensed Associate Marriage and Family Therapists must obtain Board approval of any change in supervisors. Failure to maintain an approved current supervision agreement will result in license suspension or revocation.

(c) Counselors or Marriage and Family Therapists licensed at the associate level may offer professional counseling services beginning the date of approval on a valid and current supervision agreement filed with the Board and be under the supervision of a Board licensed supervisor. Not one client may be seen prior to that date. No clients may be seen by the associate licensee if the supervision agreement has expired and a new one has not been Board approved. There is no grace period for a supervision agreement that has expired; the associate licensee must cease and desist practice the expiration date of the agreement. Both supervisee and supervisor are responsible for being cognizant of the expiration date and for maintaining a current supervision agreement.

(d) The LAC or LAMFT is the responsible party for:

(1) Maintaining a current, valid, and approved supervision contract on file with the Board prior to providing any counseling services. The primary responsibility is with the LAC or LAMFT, but is a shared responsibility with the supervisor. Any practice or service rendered by the supervisee or any supervision by the supervisor becomes illegal at 12:01 midnight the expiration date of the agreement.

(2) Maintaining an accurate Statement of Intent (Scope of Practice) and filing a copy of the current Board approved statement with the supervisor of record.

(3) Submission of supervision reports each six (6) months.

(e) Supervisees must carefully avoid multiple relationships with supervisors that interfere with the supervisory relationship; such as, having the ability to hire or dismiss the supervisee from employment.

### **Section 4.3                      SUPERVISOR REQUIREMENTS AND RESTRICTIONS**

(a) A Counselor or Therapist, holding a Supervision Specialization License, shall not sign new supervision plans/agreements if supervisor's license has not been renewed or if the supervisor is under investigation. If under investigation, no new contracts may be signed or submitted to the Board until all reviews, hearings, or disciplinary actions (if any in progress) are completed and resolved.

(b) Supervisors will be limited to ten (10) active supervision contracts at any given time. Board approval and directive must be completed prior to expansion of the ten contracts on file with the Board office. Inactive LAC/LMFT will not be

counted in the ten, if inactive status is documented and Board approved. Board approval and directive must be completed prior to extension above the ten contracts recorded in the Board office.

(c) The Board office staff may not approve supervision contract/agreements to exceed ten active supervisees (10) for any one supervisor.

(d) Supervisors must have a Board approved copy of a supervision plan/agreement dated prior to providing supervision to a LAC or LAMFT.

(e) Supervisors must carefully avoid multiple relationships with supervisees that interfere with the supervisory relationship; such as, having the ability to hire or dismiss the supervisee from employment.

(f) The supervisor and the supervisee are both the responsible parties for maintaining a current Board approved supervision agreement/plan. Any practice or service rendered by the supervisee or any supervision by the supervisor becomes illegal at 12:01 midnight the expiration date of the agreement.

#### **Section 4.4            SUPERVISION OF CLIENT CONTACT HOUR REPORT AND SUPERVISION EVALUATION**

(a) Supervision evaluations and Client Contact Hours reports are due every six (6) months regardless of the number of CCH accumulated.

(b) The LAC or LAMFT is the party responsible for submission of supervision reports and evaluations every six (6) months.

(c) The maximum of a thirty (30) day grace period is allowed for the Board to receive the reports and evaluations.

(d) Reports submitted thirty-one to sixty days (31-60) days in arrears will be reviewed by the Board on a case by case basis to determine whether or not the hours will be accepted. The licensee and the supervisor must send written explanation for the late report. The Board will evaluate the stated reasons for the late reports. The Board may request the Supervisor and Supervisee to meet with the Board for additional information prior to making a decision concerning the situation.

(e) Reports submitted sixty-one (61) days in arrears will not be accepted by the Board for the contract period in question. A continual pattern of violation and failure to comply with the law may result in an Administrative Hearing for disciplinary action, suspension or revocation of license.

(f) The supervisor and the supervisee are both the responsible parties for maintaining a current; Board approved supervision agreement/plan. Any practice or service rendered by the supervisee or any supervision by the supervisor becomes illegal at 12:01 midnight the expiration date of the agreement.